



## FOOD VENDOR STATEMENT OF UNDERSTANDING 2007 HERNDON FESTIVAL

Detailed below are guidelines for individuals and organizations wishing to participate in the 2007 Herndon Festival sponsored by the Herndon Parks and Recreation Department on Thursday, May 31 through Sunday, June 3 in the downtown area of Herndon, Virginia. ***Please initial the boxes below, make a copy and return to Kimberly Wood at P.O. Box 427, Herndon, VA 20172 or via fax (703) 318-8652.***

### **I. FOOD VENDOR HOURS**

Thursday, May 31 6:00 – 9:30pm\*  
Friday, June 1 5:00 – 10:00pm\*  
Saturday, June 2 10:00am – 10:00pm  
Sunday, June 3 11:00am – 6:00pm

\*these are special dates and times for vendors specifically chosen by the Herndon Festival Committee.

The Department of Parks and Recreation staff is on duty **three** hours prior to the start of the Festival each day to allow adequate set-up time. The festival will run rain or shine. If severe weather persists, the Festival may close for a short period of time and then reopen. All vendors are expected to reopen once a decision has been made. If a food vendor leaves the festival and/or does not reopen at the time decided, the Festival committee reserves the right to dismiss the vendor without refunding any and all fees, etc.

### **II. GENERAL INFORMATION AND RESTRICTIONS**

**A. Space Size:** Food Vendors have a choice between two sizes of booths, 10'x15' or 10'x20'. Civic Food Vendor booths are one size, 15'x20'. All food vendors are expected to run their business within the space provided. If any vendor exceeds the space provided they will be asked to move within the defined area assigned.

**NOTE:** Only one food vendor per booth will be allowed.

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**B. Set Up:** Vendors are responsible for providing their own set-up (i.e. tables, extension cords, chairs and tents). Since the Festival will be held as scheduled, regardless of weather, vendors should come prepared to protect themselves against the elements (i.e. sun, rain, wind, etc.). Forty pound (minimum) sand bags or comparable are mandatory to anchor tents, canopies, etc. *Note: Streets are cleaned each night after the close of the Festival with high-pressure water equipment.*



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**C. Motorized vehicles** ARE NOT permitted in the Festival area. Non-motorized campers or booths may be used for the sale of food and beverages upon prior approval by the Parks and Recreation Department. Trailers are not allowed without prior approval.

**D. Parking** will not be allowed in the immediate Festival area. After *quickly* unloading, vendors will be directed to their assigned parking area. Vehicle access to booths during the Festival will not be available.

**E. Electrical needs** for storage, preparation and operation must be listed on the Food Vendor Application. 110 volt, GFI (Ground Fault Interrupters) receptacles are utilized on site. Vendors must be able to use GFI receptacles. Each vendor is provided with one 20 amp, 110-volt circuit as part of the booth fee. Request for additional electrical needs are to be noted in the Electrical Services portion of the Food Vendor Application. Pending availability, each additional 20 amp, 110 volt circuit will cost \$50 each and be invoiced accordingly.

**F.** The use of gas/propane is permitted.

**G.** GENERATORS ARE NOT ALLOWED.

**H.** Extension cords ARE NOT available from the Parks and Recreation Department. Only heavy-duty, outdoor, UL listed extension cords may be used. *NOTE: See Health Department regulations.*

**I.** Food Vendors using **grills** MUST provide a means for smoke abatement.

**J.** Food vendors must apply for a **temporary food permit** through the Fairfax County Health Department, Food Safety Section, 10777 Main Street, Suite 11, Fairfax, VA, 22030. Telephone: (703) 246-2444 Fax: (703) 385-9568. Foods prepared in the home other than baked goods are not acceptable. Food vendors will be expected to strictly adhere to all provisions stipulated as a condition upon being issued the permit. Permits should be obtained one month prior to the Festival.

**K.** The sale of **popcorn, cotton candy and funnel cakes** will not be permitted unless prior approval has been given by the Herndon Festival Committee.



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**L.** *Any changes in menu must be provided in writing and approved by the Festival Committee.*

**M.** All food vendors must provide a non-alcoholic beverage in conjunction with food sales. **Beverages must be sold in an official Festival cup.** Bottled water is permitted in 12-16oz. plastic bottles. No glass containers or cans are permitted. Cups must be ordered on the cup application.

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**N. Festival Cups:** Vendors are required to sell ALL beverages, including water (bottles are acceptable), in the official Herndon Festival cups. No other type of cup will be permitted. The sale of non alcoholic beverages in glass or aluminum containers will not be permitted. There are two cup sizes available: 22-ounce (souvenir stadium cup) and 16-ounce plastic (squat cup). Both cups will bear the Herndon Festival logo. Any other size needs to be approved by the Herndon Festival Committee prior to the festival dates. No exceptions will be made during the event.

**O.** Several large trash receptacles will be provided by the Recreation Department at key locations throughout the Festival area. **Vendors are asked to provide trash bags or additional trash receptacles in their food vending areas to insure adequate space for trash disposal.** Vendors are responsible for placing their trash in dumpsters located on the Festival grounds.

Food vendors are responsible for removing any and all trash from their areas the last night of the Festival. Those that do not adhere to this regulation and leave trash in their respective areas are subject to a **\$250 clean up fee** (deposit sent with initial payment).

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**P. Vendors are not allowed to dump grease or wastewater on the street or in sewer drains at anytime.** Vendors should have containers to manage their disposal and removal of grease. Wastewater containers will be made available by the Herndon Festival and located near the booth spaces. It is **required** to have plywood placed underneath all booths using grease to prevent spillage onto the street.

**Q. Water** will be available at a number of sites on Festival grounds. Vendors need to provide their own hoses, which meet health code requirements.



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**R. Vendors MUST provide an appropriately **decorated booth** from which to conduct food and beverage sales.**

Booth sizes should not exceed the provided space. The height of the booth (including banners and displays) should not extend more than 15' from the ground to the top of the booth.

A booth may consist of banquet type tables, with side tables to create a horseshoe effect. Tables must have coverings (whether paper or cloth) to the ground all the way around. Table coverings should be decorated and festive, with décor appropriate to the ethnic and/or nationality group represented.

**S. Souvenir items** or items used for advertisement purposes ARE NOT permitted to be distributed or sold (i.e. t-shirts, bumper stickers, balloons, buttons, cups, etc.).

**T. Prices** are set by the individual vendors, but to ensure a successful and friendly sales atmosphere, the Festival Committee strongly urges vendors to charge fees that are in line with their Festival neighbors.

**U. Failure to adhere to these regulations will jeopardize participation in future festivals.**

### **III. FINANCES**

**A. Booth Fees:** Refer to Food Vendor Application

**B. Booth Deposit:** A \$100 deposit is required with the Food Vendor Application. If accepted into the Festival, the deposit is deducted from the total balance, and becomes non-refundable. If not accepted, the deposit will be returned.

**C. Balance of Booth and Cup Fees:** All fees are due prior to the event and will be determined by the Food Vendor coordinator. Vendors are committed to the number of cups on their application form. The Herndon Festival Committee does not buy back unused festival cups.

**D. Record Keeping:** Food vendors will be required to keep an accurate record of food and beverage sales through the festival. *Accurate reporting of gross sales will be necessary to ensure future participation.*



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**E. Sales Tax:** All vendors are required to pay a tax of five percent (5%) on all sales made at the Festival to the Commonwealth of Virginia. Forms are to be sent directly to the Department of Taxation, 11166 Main St., Suite 300, Fairfax, VA 22030 and NOT to the Parks and Recreation Department. Vendors with questions about these forms or about the sales tax should contact the Field Office of the Department of Taxation at (703) 359-6715 ext. 200.

**F.** Except for the specific items detailed above, the Parks and Recreation Department will not accept the responsibility for any financial commitments and/or obligations undertaken by an individual organization.

### **IV. MISCELLANEOUS**

**A. Thursday and Friday:** If you would like to be considered for the Thursday and Friday night Food Vendor booths, email Kimberly at [Kimberly.wood@herndon-va.gov](mailto:Kimberly.wood@herndon-va.gov). The fee to participate on these nights is \$200 per night.

**B. Advertising:** An advertisement in the *Herndon Festival Brochure* is a wonderful avenue to publicize your participation (and whereabouts). It is distributed to 35,000 homes and businesses in the area. Contact Abby Kimble at (703) 435-6868.

**C. The Business Expo** at the Herndon Festival: Business representatives request information about food and beverages available at the Festival. Preparing a mini hand-out or coupon could increase your business. Contact Bev O'Brien, Herndon Dulles Chamber of Commerce via email at [events@dullesregionalchamber.org](mailto:events@dullesregionalchamber.org).

**D.** For more information contact:  
Kimberly Wood, Recreation Service Supervisor  
Town of Herndon Parks & Recreation Department  
P.O. Box 427  
Herndon, VA 20172  
(703) 435-6800 ext. 2109  
Fax (703) 318-8652  
Email: [Kimberly.wood@herndon-va.gov](mailto:Kimberly.wood@herndon-va.gov)